

January 6, 2020
Clinton Township Board of Supervisors Agenda
1799 White Oak Drive
Forest City, PA 18421
E-Mail: clintontwp@yahoo.com
Phone: 570-785-5937 Fax: 570-785-4774

Call to Order:

The re-organization meeting of Clinton Township Board of Supervisors was called to order by Chair James Zefran at 7:00 p.m. at the Municipal Building with Chairman James Zefran, Vice-Chair Brian Non and Supervisor Russell Curtis and alternate Solicitor Christopher Farrell present.

A. Pledge of Allegiance - All present were invited to join in the Pledge of Allegiance.

B. Hearing Check / Audio and Video Recorded - Audio and video recording of meeting was announced. The audience was asked if they could hear.

C. Re-Organize:

- a. Organize Temporary Chair** – Motion by Supervisor Non, seconded by Supervisor Curtis to nominate Supervisor James Zefran Temporary Chairman. The motion carried unanimously.
- b. Temporary Secretary-** Motion by Supervisor Non, seconded by Supervisor Curtis to appoint Jill Droppa Temporary Secretary. The motion carried unanimously.

D. Election of Officers

- a. Nominate and Elect Chair** - Motion by Supervisor Non, seconded by Supervisor Curtis to nominate James Zefran as Chairman. Carried unanimously.
- b. Nominate and Elect Vice Chair** - Motion by Supervisor Curtis, seconded by Chair Zefran to nominate Brian Non as Vice Chairman. Carried unanimously.
- c. Appoint Secretary /Treasurer-** Motion by Vice Chair Non, seconded by Chair Zefran to nominate Jill Droppa as Secretary / Treasurer. Carried unanimously.
- d. Establish compensation for Secretary /Treasurer (Currently \$18,500.00)** – When asked Secretary/Treasurer Droppa stated rational for a \$1,000 raise. Chair Zefran made a motion to keep the compensation the same for the first quarter of 2020 and revisit the issue at the April meeting after the first quarter. He believed that redoing the township budget and other changes would simplify the responsibilities of the secretary/treasurer. Secretary/Treasurer Droppa said that if no raise was considered that she wanted her duties to stay the same and that payroll would not be done in-house. Chair Zefran made the motion to keep the compensation and the duties the same for the first quarter of 2020 and revisit the issue at the April meeting after the first quarter.

January 6, 2020
Clinton Township Board of Supervisors Agenda
1799 White Oak Drive
Forest City, PA 18421
E-Mail: clintontwp@yahoo.com
Phone: 570-785-5937 Fax: 570-785-4774

- e. **Set bond for Treasurer (Currently \$400,000.00)** - Motion by Chair Zefran, seconded by Vice Chair Non, to keep the bond the same. Carried unanimously.
- f. **Solicitor (Currently Jeffery Treat)** – Solicitor Curtis made a motion that Attorney Christopher Farrell become the Solicitor as he lives within the township. Chair Zefran asked for pricing charged by Treat for his services. It was determined that Treat's standard charges are approximately half of those of Farrell. Chair Zefran made a motion, seconded by Vice-Chair Non to continue to retain Jeffrey Treat as Solicitor and require that he attend every meeting. Carried unanimously.
 - i. **Solicitor can attend meetings** – (see above)
- g. **Alternate Solicitor (Currently Chris Farrell)** – Vice Chair Non made a motion, seconded by Supervisor Curtis to have Chris Farrell as alternate Solicitor and that he could come to the meeting. Carried unanimously.
- h. **Consultant (Currently Tom Shepstone)** – When asked the function of the Consultant Ken Coles spoke from the audience and explained that he is there in case you need him legally for development purposes. Vice Chair Non made a motion, seconded by Supervisor Curtis to appoint Tom Shepstone as consultant, as needed. Chair Zefran abstained. The motion carried.
- i. **Engineer (Currently Jeff Weinberger)** – Vice Chair Non made a motion, seconded by Supervisor Curtis to retain Jeff Weinberger as Township Engineer. Carried unanimously.
- j. **Emergency Management Coordinator (Kerry Henderson / Josh Debevec)** – Vice Chair Non made a motion, seconded by Supervisor Curtis to have Kerry Henderson be the Emergency Management Coordinator. Carried unanimously.
 - i. **Deputy Emergency Management Coordinator** - Vice Chair Non made a motion, seconded by Supervisor Curtis to have Josh Debevec be the Emergency Management Coordinator. Carried unanimously.
- k. **Assistant Permit Officer (Currently Russell Curtis)** – Vice Chair Non made a motion, seconded by Chair Zefran keep Supervisor Curtis as the Assistant Permit Officer. Carried unanimously.
- l. **Vacancy Board Member (Currently John Lillie)** – Supervisor Curtis made a motion, seconded by Vice Chair Non to appoint John Lillie to serve on the Vacancy Board. Carried unanimously.
- m. **COG Representative (Currently Ron Poska, entitled to a \$30 stipend and mileage per attended meeting)** – Vice Chair Non made a motion, seconded by Supervisor Curtis keep everything the same while retaining Poska as the COG Representative. Carried unanimously.

January 6, 2020
Clinton Township Board of Supervisors Agenda
1799 White Oak Drive
Forest City, PA 18421
E-Mail: clintontwp@yahoo.com
Phone: 570-785-5937 Fax: 570-785-4774

- n. **Road Master (Currently Brian Non – Salary set by Auditors if Road Master is a Supervisor)** – Supervisor Curtis made a motion, seconded by Vice Chair Non to keep Vice Chair Non as Road Master. Chair Zefran voted no. The motion carried.

o. **Supervisors can work as an employee of the township**

- i. **Russell Curtis** – Chair Zefran made a motion, seconded by Vice Chair Non that Supervisor Curtis can work for the township. Carried unanimously.
- ii. **Brian Non** - Chair Zefran made a motion, seconded by Supervisor Curtis that Vice Chair Non can work for the township. Carried unanimously.
- iii. **James Zefran** – Vice Chair Non made a motion, seconded by Supervisor Curtis that Chair Zefran can work for the township. Carried unanimously.

Vice Chair Non made a motion, seconded by Supervisor Curtis, to hire Ken Coles as a consultant for \$30.00 per hour, as needed, due to his years of experience as Township Supervisor. Carried unanimously.

E. **Policies**

- a. **32 Hour Work Policy** – Vice Chair Non made a motion, seconded by Supervisor Curtis to continue the 32-hour work policy, with flexibility. Carried unanimously.
- b. **Vacation days for Road Workers** – Vice Chair Non made a motion, seconded by Supervisor Curtis to keep it the same policy that road workers need to work a minimum of 500 hours to get three days of vacation. Carried unanimously.
- c. **Purchase Policy (Currently set at \$4,000.00)** – Vice Chair Non made a motion, seconded by Supervisor Curtis to keep the purchase policy of \$4,000.00 the same. Carried unanimously.
- d. **Wages for Common Labor (Currently \$14.50 with time and a half for major holidays of New Year, Christmas, Thanksgiving, Easter, July 4th, Memorial Day, and Labor Day)** – Supervisor Curtis said he thought everyone should get a pay raise. Supervisor Curtis made a motion, seconded by Brian Non to give a pay raise of .50 per hour for a total of \$15.00. An audience member asked if the township could afford it to which Chair Zefran responded yes, that it was doable. Carried unanimously.
- e. **Wages for CDL licensed employees (Currently new CDL hires will earn the wage of \$14.25 until his length of service hits the one year or 250 hour mark at which time compensation rises to \$15.75) – address issue of holiday pay** - Motion made by Vice Chair Non, seconded by Supervisor Curtis to raise Ron Poska's pay by fifty cents for a pay rate of \$16.75 per hour and to keep the other CDL hire and compensation rates the same. Chair Zefran voted no. The motion carried.

January 6, 2020
Clinton Township Board of Supervisors Agenda
1799 White Oak Drive
Forest City, PA 18421
E-Mail: clintontwp@yahoo.com
Phone: 570-785-5937 Fax: 570-785-4774

- f. **Janitors Wages (Currently \$14.50)** – Vice Chair Non made the motion, seconded by Supervisor Curtis to do away with janitor's wages completely and have cleaning done by common laborer's at common laborer's wages. Carried unanimously.
- g. **Lawn Mowing (Currently \$15.00 done by Frank Pauler, using his own mower and fuel)** – Vice Chair Non made a motion, seconded by Supervisor Curtis to keep the lawn mowing agreement with Frank Pauler the same. Carried unanimously.
- h. **Salary of Tax Collector (Currently \$600.00 per quarter + 90% of tax verification fees) – Legally this fee cannot legally be changed for another three years, until a year before the tax collector is elected. Consider Tax Collector's Ordinance 01-06-2020** – Vice Chair Non made a motion, seconded by Supervisor Curtis to enact Ordinance 01-06-2020 for tax collector's fees. Carried unanimously.
- i. **Meeting Dates, Times, and Meeting Places (Currently all meetings take place at the Clinton Township Municipal building on the second Wednesday of the month at 7:00 pm - Specify the end of the year meeting date)** – Vice Chair Non made a motion, seconded by Supervisor Curtis to keep everything the same. Chair Zefran spoke up and said Clinton I and Clinton II should be represented and suggested that once per quarter the meeting should take place in Clinton II. He stated that there was money in the new budget to purchase a laptop for the Secretary/Treasurer so she can have township information available off site. Vice Chair Non said that it had been tried and having the meeting in Clinton II at the Fire Hall did not result in better attended meetings. Mike Urban said that this is the township seat and that the meetings should be here. Vice Chair again made a motion, seconded by Supervisor Curtis to keep have all meetings take place at the Clinton Township Municipal building on the second Wednesday of the month, at 7:00 pm. Chair Zefran voted no. The motion carried.
- j. **Banks (Currently Wayne Bank, with the active Liquid Fuels Account in HNB along with a general account in HNB) Please address FNB Vehicle Checking account. – It was discussed that the new FNB account in question was basically a capital improvement fund.** Vice Chair Non made a motion, seconded by Supervisor Curtis to keep the accounts as is and to table the issue of an FNB account and revisit it at the budget work session. Carried unanimously.
- k. **Payment of Bills (majority vote, number of signatures, prevent penalties and service charges)** – Vice Chair Non made a motion, seconded by Supervisor Curtis to keep the majority vote and to keep the number of signatures needed on checks as at least two supervisors and one secretary for the payment of bills and to have the bills paid to prevent penalties and service charges as needed. Carried unanimously.
- l. **Mileage (Set by the IRS for 2019 at 58 cents per mile)** – Vice Chair Non made a motion, seconded by Supervisor Curtis to reimburse for mileage at the IRS set rate. Carried unanimously.

January 6, 2020
Clinton Township Board of Supervisors Agenda
1799 White Oak Drive
Forest City, PA 18421
E-Mail: clintontwp@yahoo.com
Phone: 570-785-5937 Fax: 570-785-4774

- m. **Sewage Enforcement Officer and Alternate (Currently Chris Martin and L. Finlon) –** Vice Chair Non made a motion, seconded by Supervisor Curtis to keep Chris Martin as the Sewage Enforcement Officer and to keep L. Finlon as the Alternate Sewage Enforcement Officer and to keep fees and compensation the same. Carried unanimously.
 - i. **Salary for Sewage Enforcement Officer –** see above
 - ii. **Sewage Permit Fees –** see above
- n. **Building Permit Fees (Currently: Building other than UCC=\$75.00, Agriculture \$30.00, Driveway \$35.00) –** Vice Chair Non made a motion, seconded by Supervisor Curtis to keep all of the fees the same. Carried unanimously.
- o. **Code Enforcement Officer and fees (Currently Bob Bates, Alternate L. F. Finlon / DCED rates are set by the state at \$4.50) –** A motion was made by Vice Chair Non and seconded by Supervisor Curtis to keep things the same. Carried unanimously.
- p. **Township Permit Officer and Salary (Currently Mike Dolph, Salary currently: township permits \$50.00, agriculture \$20.00, driveway \$20.00, UCC \$50.00) –** A motion was made by Vice Chair Non and seconded by Supervisor Curtis to keep things the same. Carried unanimously.
- q. **MS4 Stormwater Permit Compliance Professional / MS4 Stormwater Inspector (Currently none) *Classes and training available* –** It was explained that MS4 Stormwater Permit Compliance is on hold because everything hinges on population size, and this is a census year. Vice Chair Non made a motion, seconded by Supervisor Curtis to have Jeff Weinberger fill this role. Carried unanimously.
- r. **Floodplain management Official (Currently none) *Classes and training available* –** Vice Chair Non made a motion, seconded by Supervisor Curtis to appoint Jeff Weinberger. Carried Unanimously.
- s. **Junkyard (Currently \$200.00) –** Ron Poska explained that most of Millon's junkyard was in Canaan with a small section in Clinton Township. A motion was made by Vice-Chair Non, seconded by Supervisor Curtis to keep the junkyard fee at the same \$200.00 rate as it has been. Chair Zefran made a motion, seconded by Vice Chair Non to table this until we talked to the Solicitor. Carried unanimously.
- t. **Variance Appeal Hearings (Currently the complete cost involved, with \$700.00 deposit for the initial hearing and any continued hearing date) –** A motion was made by Vice Chair Non and seconded by Supervisor Curtis to keep things the same. Carried unanimously.

January 6, 2020
Clinton Township Board of Supervisors Agenda
1799 White Oak Drive
Forest City, PA 18421
E-Mail: clintontwp@yahoo.com
Phone: 570-785-5937 Fax: 570-785-4774

u. **Clinton Township Taxes (Current) –**

- i. **Real Estate – 0.7000 mills (Clinton I and Clinton II)**
- ii. **Wage Tax – ½ of 1% (Clinton I)**
- iii. **Wage Tax – 1% (Clinton II)**
- iv. **Hydrant Tax – 0.2000 mills (Clinton II)**
- v. **Sewer Tax – 0.4000 mills (Clinton II)**
- vi. **Light Tax – 0.4000 mills (Clinton II)**
- vii. **Storm Water Tax – 0.1062 mills (Clinton II) – This tax was suspended in 2019**

Chair Zefran inquired about the Storm Water Tax which Ken Coles addressed by saying that suspending the tax will enable it to be enacted if necessary, but doing away with it would not be advisable as this is a census year and the tax is dependent on population. Getting A motion was made by Vice Chair Non and seconded by Supervisor Curtis to keep things the same for all taxes as 2019. Carried unanimously.

- v. **State Convention –** Vice chair Non made a motion, seconded by Supervisor Curtis, that any or all supervisors, treasurers, auditors, and the tax collector can attend the state convention and seminars. Carried unanimously.

w. **Seminars –** (see above)

- x. **Documents Signed (Currently Treasurer and Two Supervisors) –** A motion was made by Vice Chair Non and seconded by Supervisor Curtis to keep things the same. Carried unanimously.

- y. **Copy Policy (Currently .25 per page plus actual cost of postage) –** A motion was made by Vice Chair Non and seconded by Supervisor Curtis to keep things the same. Carried unanimously.

- z. **Planning Commission (In November 2019 Matt Tomazic and Brad Bates were added to the roster to make a full board of seven members –** A motion was made by Vice Chair Non and seconded by Supervisor Curtis to keep things the same. Carried unanimously.

- aa. **Additional SALDO fees (Currently: initial review of the documents, including deeds, is the township's responsibility and additional corrections are the responsibility of the applicant and the solicitor should bill the individuals involved.) –** A motion was made by Vice Chair Non and seconded by Supervisor Curtis to keep things the same. Carried unanimously.

January 6, 2020
Clinton Township Board of Supervisors Agenda
1799 White Oak Drive
Forest City, PA 18421
E-Mail: clintontwp@yahoo.com
Phone: 570-785-5937 Fax: 570-785-4774

- bb. Auditors Organizational Meeting: (Currently advertised as January 7, 2020, 8:30 pm, at the township building) – Noted**
- cc. Planning Commission Meeting (Re-Organization meeting currently scheduled for January 3, 2020 at 7:00, with the regular meeting to follow.) - Noted**
- F. Adjournment –** A motion was made by Vice Chair Non and seconded by Chair Zefran at 8:42 p.m. Carried unanimously.